

NIH POLICY MANUAL

54808 - PROCEDURE FOR CONGRESSIONAL NOTIFICATION OF GRANT AWARDS

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A. Purpose:

This issuance states the procedures to be used by NIH awarding units for advance reporting of awards to the Congressional Liaison Office (CLO), OS, DHHS, to assure that members of Congress and others receive prompt notification of grant awards. It implements HHS Grants Administration Manual Chapter 1-68, Procedures for Notification of Grant Awards and PHS Grants Administration Manual Part 703, Advance Notification to the Congressional Liaison Office, OS, of PHS Grants Awards.

B. Applicability:

The procedures in this chapter are applicable to all grants and cooperative agreements awarded by NIH except the following:

1. Noncompeting continuation awards of less than \$1 million (direct and indirect costs combined).
2. Administrative and/or nonsignificant supplemental awards to support increased project costs for ongoing projects.
3. Minimal grants of additional funds necessary to complete projects as approved.
4. Amendments to active projects which do not involve additional funds.
5. Foreign grants.
6. Project grants to individuals.
7. Fellowships and research career awards.
8. Awards to trainees by recipients of training grants of institutional awards.
9. Scientific review and evaluation awards.

C. References:

1. PHS Grants Administration Manual Chapter Part 703, Advance Notification to the Congressional Liaison Office, OS, of PHS Grant Awards
2. NIH Manual Chapter 4700, Notice of Grant Award

3. NIH Manual Chapter 5003, Issuance and Recording of Grant Award Obligations

D. Policy:

It is required that each NIH awarding unit notify the Congressional Liaison Office, OS, DHHS, (Telephone: (202) 245-7094, FAX: (202) 245-6351) in advance of the mailing of applicable awards. A period of 72 hours advance notice will be given to the CLO prior to mailing of awards. The CLO will notify appropriate Members of Congress.

E. Procedures:

1. Seventy-two hours before the award is actually to be mailed to the recipient, the NIH awarding unit will deliver by special messenger, facsimile (FAX), telegram, or telecopier to the CLO one copy of the award statement provided it contains the following information:
 - a. Name and address of award recipient.
 - b. Grant number.
 - c. Name of project director or principal investigator.
 - d. Amount of award.
 - e. Project period and budget period.
 - f. Descriptive title of project.
 - g. Name and address of NIH contact for additional information. The Grants Management Officer, as signer of the Notice of Grant Award, is normally named as the contact person.
2. The 72-hour period begins when telecopy transmission is acknowledged as being legible, when the FAX has been successfully transmitted, when a messenger delivers a notification to the CLO, or when a telegram or mailed package is received by the CLO.
3. The notification of award may be mailed to the recipient after the 72-hour waiting period.
4. In exceptional circumstances, such as the final days of the fiscal year, PHS agencies may arrange with the CLO for a 48-hour delay instead of 72 hours on a program- by-program basis, and should give the CLO an indication of the volume under the expedited basis.

5. If the awarding unit plans to issue a press release concerning the award, the information should not be released until 4:00 p.m., Washington, D.C. time on the release date of the award.

F. Effective Date:

This issuance is effective on date of release.

G. Additional Information:

For further information on this chapter, contact the Grants Policy Office, OEP at 301-496-5967.

H. Additional Copies:

For copies of this manual chapter send a Form NIH 414-5, "Request for Manual Chapter" to the Printing and Reproduction Branch (P&RB), DTS, Building 31, Room B4BN23.